

SECTION 3.40 POSITION CHANGE (M-5) PROCESS

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Within the Executive Branch Position Classification System, positions and job classes may be established or changed. The procedure for initiating these actions is described below.

Position Change

Position changes include, but are not limited to, the following actions:

- Addition of a new position
- Deletion of an existing position
- Reclassification of an existing position
- Payroll number change
- Position type change
- Bargaining unit change
- Bargaining status change
- Merit status change

To initiate any of the above changes, the Position Change Request (M-5), a Human Resource Information System (HRIS) automated document, is completed by the department personnel assistant. The appointing authority and the Department of Management must electronically approve the M-5 before it is sent to the Personnel Officer for review. Classification changes may not be retroactively approved.

Effective Date

Position changes are effective on a date set by the DAS-HRE (the beginning of the pay period in which the change is approved by the DAS-HRE). If the Department of Management does not approve the funding for a reclassification, duties commensurate with the previous job classification must be restored within three pay periods following that decision. Position changes will not be retroactively approved for an earlier date.

Loss of Merit System Coverage

For transfer, reclassification, or reassignment that results in an employee's loss of merit system coverage, an employee must provide written consent for a change from merit system coverage to non-merit system coverage. If the employee does not consent to the change, the appointing authority may initiate a reduction in force.

If a voluntary demotion involves movement from a position covered by merit system provisions to one that is not, the request must clearly indicate the employee's knowledge of the change in merit system coverage. If the employee objects to the change in coverage, the demotion shall not take effect.